

City of Annapolis
Finance; Policy and Procedure Statement
Travel Regulations

Effective Date: May 2013/Revised as of September 2015

Purpose Statement:

The purpose of this Finance Policy and Procedure is to establish uniform standards and regulations governing the reimbursement of employees for expenses incurred for travel as approved by the appropriate authorizing official. These procedures apply to all situations in which employees must travel on official and authorized City business. The exception is for mileage related travel expenses, including tolls, for employees who receive a flat monthly mileage allowance as authorized in the current year expenditure budget for expenses incurred in the daily performance of normally assigned duties.

Policy Statement:

The Mayor and Department Directors are authorized to approve travel. Authority may be delegated to subordinate supervisory officials in order to ensure continuity and to maintain control of travel at the proper level. Any delegation shall be in writing and maintained in the files of the delegating official and a copy, with original signatures, shall be provided to the Finance Director.

Travel expenses are incurred when an employee participates in an authorized event that requires an absence from normally assigned duties and/or place of work and results in expenses to the City which would not have been incurred had the employee not participated in the event.

Persons traveling on official business will exercise care in incurring expenses to minimize costs to the City. Excessive and unnecessary expenses will not be reimbursed. **The commute between normal work location (or telecommuting, or training site) and the employee's residence are NOT reimbursable.**

It is City policy to assist employees who are required to travel on official business by pre-paying such expenses as lodging, registration fees, conference fees, transportation costs, and any other expenses that may be pre-paid to appropriate vendors.

Authorized Expenses

Official travel expenses will be paid for, or reimbursed, in accordance with this policy, subject to the availability of funds, as approved in each department's current expense budget. Waivers to this policy must be approved by the City Manager.

A. Transportation

The mode of transportation used shall be that which will enable the traveler to make the most

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productive use of time and at the lowest overall cost. The authorizing official is responsible for determining the mode of transportation to be used. The use of City-owned vehicles is encouraged whenever practical.

1. *Privately owned vehicles*

The use of privately owned vehicles is permissible when requested by the traveler and, in the opinion of the authorizing official, is more practical, or when City vehicles are not available. A mileage allowance equal to the current federal government privately owned vehicle mileage reimbursement rate will be used to determine reimbursement amount. The rate will change according to the federal permissible rate which can be found on gsa.gov. Complete and detailed information for each trip must be attached to the mileage reimbursement form, including the date(s), purpose of the trip(s), destination(s), and mileage amount(s).*

Commute between normal work location (or telecommuting, or training site) and the employee's residence are NOT reimbursable.

2. *Air, Rail and Bus*

It is recommended that Air, Rail and Bus fares be paid in advance with the Department's purchase card. The purchaser should seek the most economical commercial carriers available. Additionally, payment and/or reimbursement shall not be made for 1st class or other premium seating. All copies of itemized receipts should be included with the purchase card reconciliation. In the rare event reimbursement for air, rail, or bus fair is needed; the reimbursement will be based actual cost. Copies of all itemized receipts should be included with Travel Form

3. *Taxicabs, shuttles, limos and other modes of local transportation*

The use of taxicabs, shuttles, limos or other modes of transportation shall be limited to travel to and from the airports, bus terminals and train stations and to and from hotel and the location(s) of the conference, meeting or event, where other suitable public or City-owned transportation is not readily available. Reimbursement will be on an actual cost basis, supported by receipts. The traveler shall seek out the most economical mode of transportation.

4. *Tolls and Parking Fees*

Tolls and parking fees will be reimbursed on an actual cost basis. ***Ticket stubs or receipts must be obtained.***

B. Lodging

1. It is recommended that lodging be booked and paid for with the Department's purchase card. The purchaser should be using the most economical lodging rate available. Assuming it will not put undue inconvenience to the traveler. Example: A conference is being held at a hotel, but the lodging rate is higher than a hotel a short walk away. The less expensive room should be booked. If the nearest, less expensive, hotel is miles away, the conference hotel would be acceptable. This exception must be documented, including: quotes from both hotels and a map showing distance between the two. In the rare event reimbursement for lodging is

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needed; the reimbursement will be based on actual cost. Copies of all itemized receipts should be included with Travel Form.

2. Lodgings costs **will not** be allowed for conferences/meetings/seminars, etc., **within a fifty (50) mile radius of Annapolis**. Attendees are expected to commute to and from the conference site as required.
3. Lodging rates shall not exceed the federal government lodging rates. Current rates can be found at gsa.gov. Receipts are required for all lodging charges. The receipts must be attached to the purchase card reconciliation.

C. Registration and Tuition Fees

It is recommended that registration and tuition fees charged by various professional, educational and training organizations for attendance at conventions, conferences, seminars, workshops, classes, etc., be paid in advance with the department's purchase card. Costs will also cover any meals that are included in the fee, with appropriate deduction from the daily meal allowance. Receipts for registration/tuition fees should be attached to the department's purchase card reconciliation, with a statement as to which meals, if any, are included in the fee, in order to obtain reimbursement.

D. Meals

1. When an employee travels on official business requiring overnight lodging and the meals are not included as part of the registration, tuition, etc., the cost of the meals will be reimbursed up to the rate set by the federal government. Current rates can be found on gsa.gov. However, the City will not provide per diem funds for daily living expenses such as meals *prior* to the employee's travel. **Alcohol is NEVER reimbursable**. The City will only reimburse for actual expenditures documented by itemized receipts and accordingly, will not pay an aggregate per-diem rate.
 - a. Rates apply for the entire day. Individual meal breakdown is required.
 - b. Reimbursement will be made only for amount of itemized receipts regardless.
 - c. ***Itemized Receipts are required for all reimbursements.*** Credit card slips/receipts without breakdown will not be accepted.
2. The cost of meals when an employee travels on official City business not requiring overnight lodging is **not reimbursable** except when the cost of a meal is included as part of the meeting, seminar or convention. ***Receipts are required per above.***

E. Other Expenses

1. Gratuities will be reimbursed as long as they do not exceed 15% of the cost of the service provided and are itemized. No reimbursement will be made for any claim which simply lists gratuities and a dollar amount.
2. Telephone and telegraph expenses incurred in the performance of official duties are reimbursable. Two personal verification calls are allowed, one to confirm arrival and one to

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inform of anticipated time of departure/arrival home. All other personal telephone calls will not be reimbursed.

Procedures

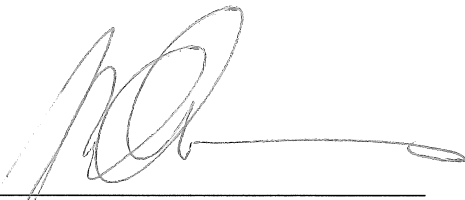
1. A Travel Form must be prepared for all travel.
 - a. To request approval from department director or his/her designee for travel expenses before they occur by reporting the estimated cost of the travel.
 - b. To settle the account by reporting the actual travel expenses, deducting the pre-paid expenses, to arrive at any additional amount the City owes the traveler or the traveler owes the City.
2. Prior approval for travel must be obtained before any travel expenses are incurred if any of the following circumstances exist:
 - a. Any expenses are to be prepaid.
 - b. Overnight lodging is involved.
3. The Travel Form should be completed in accordance with instructions and submitted to the proper authorizing official for approval.
4. When prior approval to travel is required the approval copy (signed by department head or his/her designee) of the Travel Form must be sent to the Finance Department with a Check Request.
 - a. If funds are not available, a note will be attached to the approval copy so stating and the copy immediately returned to the requesting department.
 - b. If the requesting department desires pre-payment of any travel-related expenses. A separate check request should be prepared for each type of pre-payment. Check requests must be received in the Finance Department ***at least six working days prior to the date when pre-payments are required.***
5. Settlement of travel claims requires the traveler to complete the actual expense portion of the Travel Form, attach any required receipts, obtain departmental approval signature, and send the settlement copies to the Finance Department within ***thirty (30) days of completion of travel.*** No settlement request should be prepared before all travel expenses have been incurred and are final, as evidenced by invoices and voucher documents.
 - a. If prior approval was obtained, Finance will reconcile the settlement copies (which should be notated with all associated pre-payments) against the original approval request and process the settlement.
 - b. If prior approval was not required, only the actual expense section of the Travel Form need be completed. If funds are available, the form will be processed and settlement made. If funds are not available, the request will be returned to the department.

***All travel Forms must be settled *within thirty (30) days* of completed travel.

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A handwritten signature in cursive script, appearing to read "Bruce T. Miller", written in dark ink.

Bruce T. Miller
Finance Director

A handwritten signature in cursive script, appearing to read "Thomas Andrews", written in dark ink.

Thomas Andrews
City Manager